

SECTION 7: ACQUISITION PROCEDURES

SUBJECT: BID OPENING PROCEDURE 7.3.12

POLICY: Bids shall be opened electronically as near as possible to the closing date and time of the solicitation. Only timely bids will be opened and considered. The University of Washington may not consider late bids in evaluating and awarding a solicitation under state law.

PROCEDURE:

Project Owners will be unable to view bids in Ariba until the bidding period has closed. This will reduce the risk of allegations of improper conduct by unsuccessful bidders. Project Owners will be able to see which suppliers have bid in Ariba during the bidding period.

Late bids may not be considered.¹ An electronic bid is late when the time of receipt is after the time specified for bid period closing, as defined in the solicitation document. In most cases, a bid is late, and may not be considered, if it is received after the bid closing time and date. However, in exceptional circumstances, a bid's time of receipt may be the time at which a vendor unsuccessfully attempted to transmit a bid to the University of Washington. Contact your supervisor if you receive a bid after bidding has closed and you believe that it may need to be considered.

Bid documents are not public records at the time of bid opening. Bid documents do not become public records until the apparent successful bidder has been announced. Therefore, bid documents should not be released or made public at the time of bid opening. All requests for bid documents should be directed to the [University of Washington Office of Public Records and Open Meetings](#).

¹ WAC 200-300-025